

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Volunteer Reference's Name]

[Their Title/Position]

[Organization's Name]

[Organization's Address]

[City, State, Zip Code]

Dear [Volunteer Reference's Name],

I hope this message finds you well. I am reaching out to kindly request a reference from you as I am in the process of applying for a job at [Company Name]. I thoroughly enjoyed volunteering with you at [Organization Name] and believe that your insights can greatly strengthen my application.

As you know, during my time as a volunteer, I [mention specific responsibilities or achievements]. I believe this experience has prepared me well for the role of [Job Title] at [Company Name]. A reference from you would provide a valuable perspective on my skills and dedication.

If you agree to provide a reference, please let me know if you need any more information or details about the position. I appreciate your consideration and support.

Thank you very much for your time, and I look forward to hearing from you soon.

Sincerely,

[Your Name]